Battelle *for* **Kids**

Roster Verification

Principal and Support Team Guide
2016

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Roster Verification Overview

This guide provides an overview of the roster verification process for district administrators by showing selected screen shots of the online tool.

It is not meant to be a full training but rather a "snapshot" of key features of the tool from the district administrator's perspective.

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Learning Targets

After reviewing this guide, principals and support team members will be familiar with:

- ✓ The Link dashboard

- ✓ The phases of roster verification

- ✓ How to resolve any outstanding alerts

- ✓ How to monitor the status of teacher completion during the roster verification phase

- ✓ How to review and approve class rosters

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The Purpose of Roster Verification

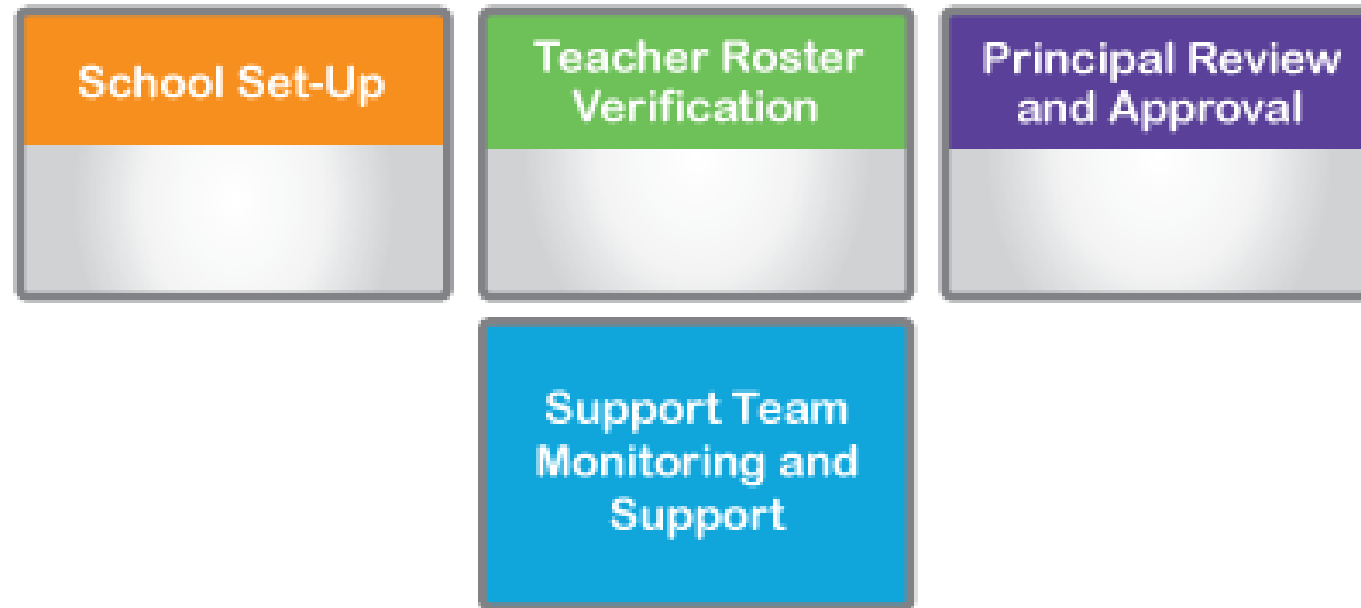Roster verification was developed to give teachers an opportunity to correct the data in order to build trust and transparency.

Teachers become involved in a process to ensure the record of instruction is **official** and **right**, not **official** and **wrong.**

With roster verification, teachers get class rosters they can see, correct, and confirm.

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The Three Phases of Roster Verification

School Set-Up	Teacher Roster Verification	Principal Review and Approval
	Support Team Monitoring and Support	

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The Three Phases of Roster Verification

Phase 1: School Setup

Principals and their support teams prepare the tool for teachers to use.

Principal and Support Team Kick-Off

School Setup

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The Three Phases of Roster Verification

Phase 1: School Setup

Principals and their support teams prepare the tool for teachers to use.

Phase 2: Roster Verification

Teachers verify rosters with support from school leaders.

School-Based Teacher Preparation

Teacher Roster Verification

Support Team Monitoring and Support

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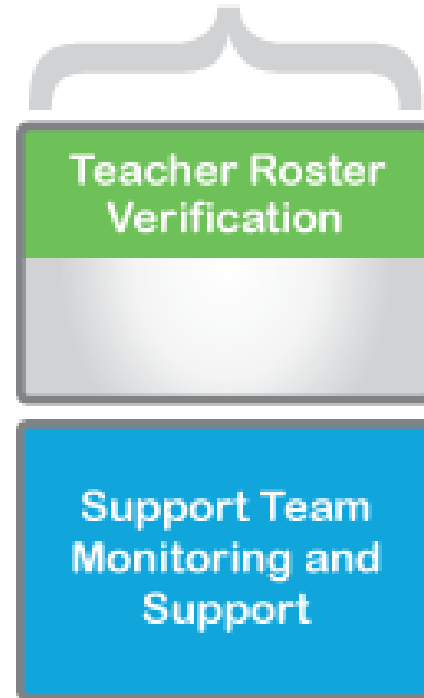
The Big Picture
The Three Phases of Roster Verification

Phase 1: School Setup
  Principals and their support teams prepare the tool for teachers to use.

Phase 2: Roster Verification
  Teachers verify rosters with support from school leaders.

Principal Review and Approval

Phase 3: Review and Approval
Principals and their support teams resolve alerts, errors, and omissions, and complete the process.

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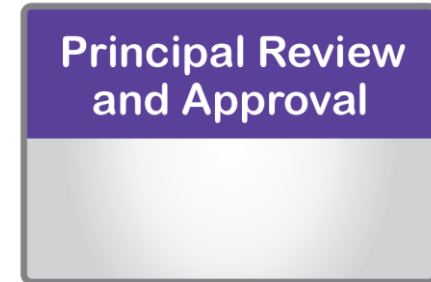
Phase 1: School Setup

The goal of Phase 1 is to set up classes and teachers correctly so that when teachers begin verifying rosters they see correct information.

Note: During Phase 1, principals and support staff should not be editing class rosters and correcting individual student data.

Getting Started
Your Link Dashboard

- The first thing we will look at is the Link Dashboard. It includes:

  - o Tools for the three phases of roster verification

  - o Important dates

  - o Classes that support team members may teach

- Use the Link Dashboard to manage the process and monitor progress for your school.

- In this guide, we will show all three sections (phases) of the dashboard.

- The next page is a screen shot of a sample dashboard.

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Getting Started
The Link Dashboard

Phase 1: School Setup
Tasks for Principals

1. Authorize Support Team members for your school.

2. Review staff and teaching assignments loaded into the system.

3. Correct teachers and/or instructional assignments by adding, updating, or removing incorrect classes.

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School Setup: Task 1
Authorize Support Team Members

Review Expected Classes

Click "Expected Classes" to refer back to this information.

This screen will pop up when you first log into the system and access your dashboard.

This is an example of what you will see. Review your district's specific information to determine which teachers should be verifying which rosters.

School: Bradshaw Elem (DD9A_101)

Expected Classes

School Setup	**Roster Verification**	**Review and Approval (4 Rosters)**
1. Review expected classes.	1. Facilitate teacher training.	1. Review student instruction.
2. Review teachers & classes for accuracy.	2. Monitor teacher completion.	2. Review unresolved student alerts.
	3. Review unresolved teacher alerts.	3. Review and approve rosters.
Review Teachers and Classes	Monitor Teacher Completion	Review Students
		Review and Approve Rosters
		Review Summary and Approve Rosters

Expected Classes - Internet Explorer

http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=597228

This year, your school district will be completing roster verification for the following grades and subjects:

- Reading and Math (4th-8th grade)
- Science (5th and 8th grades only)

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School Setup: Task 3
Review Teachers and Instructional Assignments

School Setup: Task 3 (continued)
Correct Teachers and/or Instructional Assignments

My Portal > Link > School Setup - Class View

School Setup - C

Class View

Use the "Show" and "Content Area" filters to expand or limit the list of displayed staff.

rade View

Search for and add missing staff who need to verify rosters.

Help

Setup Complete

Click "Setup Complete" once list has been reviewed and is accurate.

School: Bradshaw Elem (DD41A_101)   District: Stnd Link Demo District #41A (DD41A)   Print Return

Show: Staff with Classes ▼ for Content Area: All ▼ ⊕ Add Staff   ⚠ No Students on Roster

Class			
Staff:			

Click on a class roster to display the roster details including students.

Use the "Actions" button on the teacher row to: Add missing classes. (A new class will have an empty roster to which teachers can add students.)

Remove staff who did not work in your building. It is not necessary to remove staff who are not verifying rosters. (This option becomes active when all classes for that teacher have been deleted.)

✉ Bartlett, Joan (30168-41A)   Actions ▼
  LA Integrated English Language Arts 4-6   Actions ▼
  LA Integrated English Language Arts 4-6   Actions ▼
  LA Integrated English Language Arts 4-6   Actions ▼
  M Mathematics 4-6   12   -   Not Started   Actions ▼

✉ Brady, Marvin (30308-41A)   Actions ▼
  LA Integrated English Language Arts K-3   19   -   Not Started   Actions ▼
  M Mathematics K-3   Actions ▼
  Sc Science PreK-3   Actions ▼

Use the "Actions" button on the roster row to: Delete inaccurate classes. Copy or transfer classes to another teacher.

School Setup is complete…

when teachers and class rosters requiring verification are accurately listed.

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Phase 2: Roster Verification

During this phase, teachers confirm:

- Which students they taught,

- During what period of instruction, and

- For what percent of instructional responsibility.

Support teams provide support and monitor completion.

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Tasks for Principals and Support Team

1. Plan and conduct a rollout with teachers who will complete roster verification to encourage participation, show them how to access the system, and demonstrate how to complete the three-step roster verification process.

2. Monitor completion regularly to ensure all staff who need to complete roster verification do so by the deadline.

3. Assist teachers with questions or concerns.

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Roster Verification: Task 1
Plan and Conduct Rollout

Leverage communication and training resources,
such as the Teacher Tutorial.

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Roster Verification: Task 2
Monitor Teacher Completion

Roster Verification: Task 2 (continued)
Monitor Teacher Completion

School Alerts and Notifications - Last run on 1/

Student Completion Alerts

⚠ Student claimed more than 100% (More)

✔ Student claimed when not expected (More)

✔ Student not on Roster (More)

⚠ Student claimed less than 100% (More)

Teacher Completion Alerts

⚠ Rosters with no stu

⚠ Grade/Subject with

✔ Rosters in progress

Actions ▾

👤 View By Teacher

🔄 Refresh

0 Alerts

0 Alerts

16 Alerts

Alerts highlight information that may require review.

On occasion, alerts may need to be refreshed. Click "Actions" and select "Refresh."

The alert refresh may take a few minutes to complete, however you can continue to do other work in the application while it is in progress.

Click "16 Alerts" to review.

My Portal > Link > Alert Details

Alert Details

School: Bradshaw Elem (DD9A_101) **District:** Stnd Link Demo District #9A Return

Alert Category: Teacher Completion Alerts **Alert Type:** Rosters with no students

This alert checks for course rosters not containing any students. To fix these course rosters, click on the *View/Fix* link below to view the roster and add students for linkage.

Alert Details	Action
Benson, Edwin (30009-9A) - Mathematics 4-6 (110150)	View / Edit
Burch, Kathleen (30163-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Freeman, Harold (30142-9A) - Algebra I (110301)	View / Edit
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	View / Edit
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	View / Edit
Green, Edwin (30213-9A) - Science 4-6 (132120)	View / Edit
Green, Edwin (30213-9A) - Science 4-6 (132120)	View / Edit
Sanford, Alma (30008-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit

Different alerts require different actions.

In this example of a "Rosters with no students," these rosters are empty. To resolve this alert you could do one of the following: Ask the teacher to add students, verify and submit, or click "View/Edit" and delete the roster if not valid.

Return

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Roster Verification: Task 2 (continued)
Monitor Teacher Completion

Monitor Teacher Completion

- Use the information in the guides and FAQs to assist teachers where possible.

- Contact your district support team with questions.

Roster verification is complete…

when teachers have verified and submitted their rosters and
teacher completion alerts have been resolved.

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Phase 3: Review and Approval

During this phase, principals and support teams ensure that all teachers have completed roster verification representing the most accurate summary of instructional responsibility for students at the school throughout the school year with minimal errors or omissions.

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Tasks

1. Review reports and alerts in the system and make corrections where appropriate (e.g., under-claimed students or students without a teacher).

2. Review changes with teachers who completed roster verification as necessary and appropriate.

3. Approve the school's verified roster information as accurate and complete.

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Review and Approval: Task 1
Review Reports and Alerts

School: Bradshaw Elem (DD9A_101)   Expected Classes

School Setup	Roster Verification	Review and Approval (4 Rosters)
1. Review expected classes. 2. Review teachers & classes for accuracy.	1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts.	1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters.
➡ Review Teachers and Classes	➡ Monitor Teacher Completion	➡ Review Students ➡ Review and Approve Rosters ➡ Review Summary and Approve Rosters

Help

School: Bradshaw Elem (DD41B_101)   District: Stnd Link Demo District   Return

Ⓡ Student Not On Roster ✔ Complete ➕ Overclaimed ◡ Underclaimed   Sho...   nts Flagged for Review ▾ for Content Area: All ▾

This report indicates that Florence is not on a Language Arts class roster.

Add Students

Student Name ▲	Grade	Language Arts	Math	Science	Social Studies
	[All] ▾				↻ ❓
Aguirre, Eddie (201182-41B)	4	Ⓡ	✔	✔	✔
Anderson, Florence (201048-41B)	3	Ⓡ	◡	◡	◡
Ashley, Heather (200071-41B)					

Anderson, Florence (201048-41B)

Click to add this student to an existing class roster.

Show: All Content Areas ▾

Class	Teacher	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun
Language Arts	➕ Add to Roster									
Not On Roster		-	-	-	-	-	-	-	-	-
Language Arts Total:		0%	0%	0%	0%	0%	0%	0%	0%	0%
Math	➕ Add to Roster									
A1 Mathematics K-3	Brady, Marvin	50	50	50	50	50	50	50	50	50
Acknowledge Alert: ☐ **Math Total:**		50%	50%	50%	50%	50%	50%	50%	50%	50%

If information is correct, address the alert by acknowledging it.

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Review and Approval: Task 1 (continued)
Review Reports and Alerts

Review Changes with Teachers as Needed

Review and Approval: Task 3
Approve School's Verified Rosters

This is an optional step that facilitates the review and approval of individual class rosters prior to final school approval.

Click on "2 classes" to review a summary of changes for this teacher's submitted rosters.

Review and Approval: Task 3 (continued)
Approve School's Verified Rosters

Principal Review Report

Hobbs, Alma (20256-41B)

Approve all class rosters submitted by this teacher.

Approve All

Changes to pre-loaded class rosters are summarized below. Students receiving 100% of assigned instruction from this teacher for each month are not shown.

Show: Unapproved Rosters ▼

This page displays changes such as students who were added or deleted, as well as any students who are claimed less than 100%.

E11 Integrated English Language A   Status: Submitted

To view or make changes to a roster, click "View" to open it.

View   Approve

(1 out of 16 students)

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
Mccall, Carolyn (200855-41B)	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added

A1 Mathematics 4-6   Status: Submitted

If all changes are accurate, approve this roster.

View   Approve

(3 out of 26 students)

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
Gilliam, Nicole (200704-41B)	50%	50%	50%	50%	50%	50%	50%	50%	50%	
Kelly, Brian (200072-41B)	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added
Rosario, Nicholas (200616-41B)	50%	50%	50%	50%	50%	50%	50%	50%	50%	

B Science 4-6   Status: Submitted

View   Approve

(0 out of 26 students)

No Changes

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Review and Approval: Task 3 (continued)
Approve School's Verified Rosters

School approval is a four-step process.

If necessary, "Approve Rosters" may be completed multiple times during the Review and Approval period.

Review teacher completion.

For school approval, all rosters should have been submitted and some may have already been approved individually.

Click "Next" after confirming that all rosters have been submitted.

Review and Approval: Task 3 (continued)
Approve School's Verified Rosters

Review and Approval: Task 3 (continued)
Approve School's Verified Rosters

Review and Approval: Task 3 (continued)
Approve School's Verified Rosters

Review and Approval is complete…

when student instruction is accurately documented and class rosters have been approved.

Contact Support

Contact support from the login page or "Resources" on your dashboard.
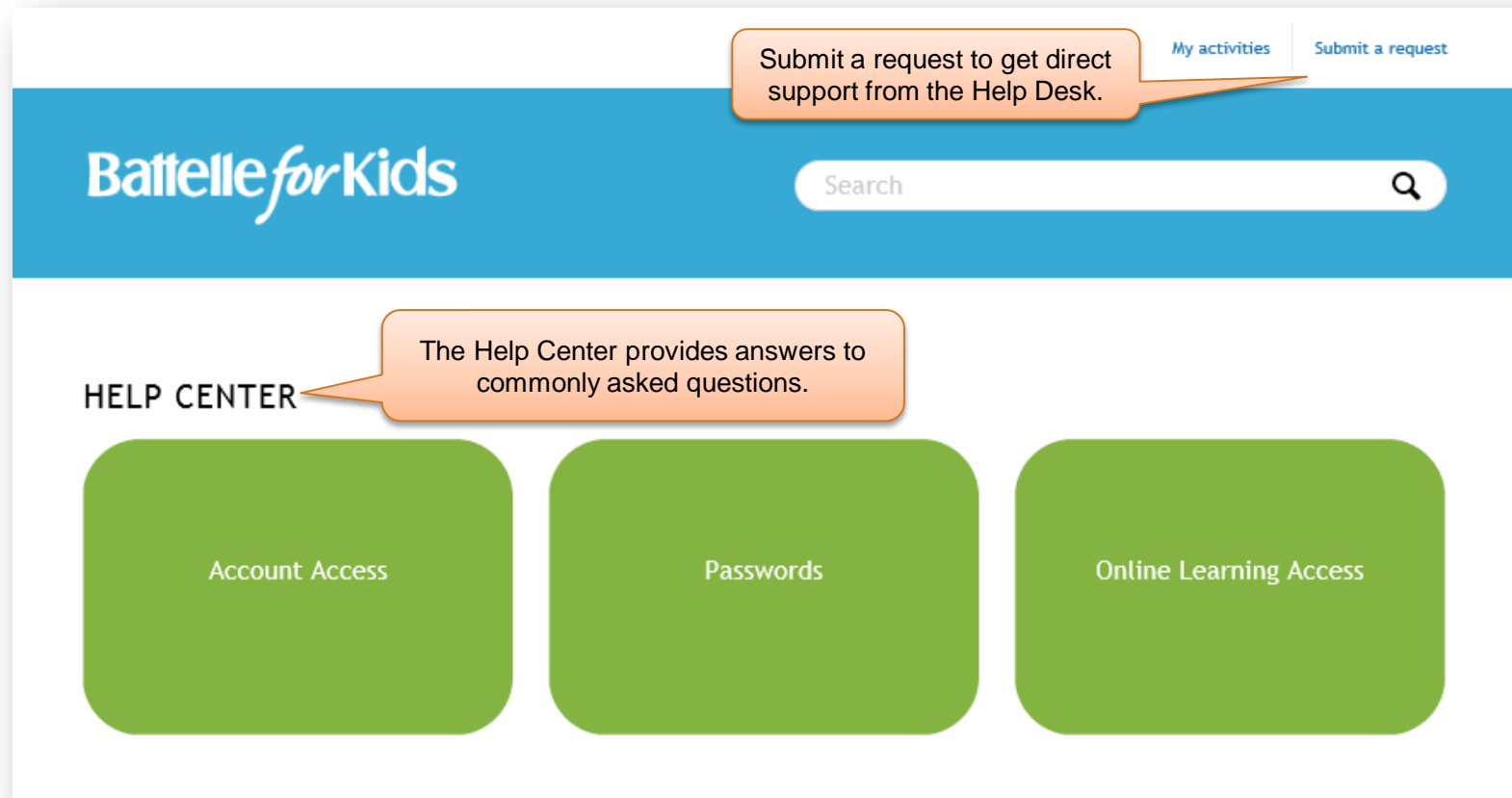
Thank you!

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